

## **1. INTRODUCTION AND GENERAL INFORMATION**

### **1.1 Introduction:**

- 1.1.1** This Request for Bid (RFB) seeks bids from qualified organizations to provide transit vehicles to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT) through the end of the 2012 model year. Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. **Bids must be returned to the office of the RFB Coordinator no later than 2:00 p.m., CDT, October 13, 2011.**

#### **RFB COORDINATOR:**

Warren Blanchard, Senior Specialist  
Missouri Department of Transportation, General Services  
830 MoDOT Drive (physical address, zip 65109)  
P.O. Box 270 (mailing address, zip 65102)  
Jefferson City, MO

**PHONE: 573-526-2529**

**FAX: 573-526-1218**

#### **TECHNICAL ADVISOR:**

John Rice, Senior Multimodal Operations Specialist  
Missouri Department of Transportation  
Transit Program  
830 MoDOT Drive  
P.O. Box 270  
Jefferson City, MO

**PHONE: 573-751-7480**

## **1.2 General Information:**

1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of transit vehicles as set forth herein.

1.2.2 Organization: The RFB is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work
- 3) Bid Submission
- 4) Pricing Page(s)
- 5) Exhibits
- 6) Vendor Information and Preference Certification Form
- 7) Notice Of Cooperative Purchasing
- 8) Anti-Collusion Statement
- 9) Specifications
- 10) Terms and Conditions

## **2. SCOPE OF WORK**

### **2.1 General Requirements:**

- 2.1.1 The contractor shall provide transit vehicles on an as needed, if needed basis for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The contractor shall provide all deliverables/services to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT reserves the right to obtain “like or similar” products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of MoDOT.
- 2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.
- 2.1.5 MoDOT reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.

### **2.2 Specific Requirements:**

- 2.2.1 The contractor shall provide MoDOT with transit vehicles in accordance with the following.

### **2.3 Required Specifications:**

- a. All materials, equipment, and/or services bid upon must comply with the attached MoDOT specifications and any other provisions outlined in the solicitation documents.

### **2.4 Delivery Requirements:**

- 2.4.1 The following delivery requirements shall apply:
  - a. The equipment shall be delivered complete and ready for use to the delivery destination. All delivery, handling, surcharges, and other charges must be included in the bid price. Failure to do so may cause rejection of bid.

### **2.8 Invoicing and Payment Requirements:**

- 2.8.1 The contractor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

### **2.9 Other Contractual Requirements:**

- 2.9.1 Contract Period - The contract shall commence from the contract award date until the end of the 2012 model year, with up to three (3) one-year renewal option periods, or any portion therein. If the option for renewal is exercised by MoDOT, the contractor shall agree to all terms and conditions of the RFB and all subsequent amendments.
- 2.9.2 Escalation Clause - In the event the contractor requests a price increase during the contract period, either the original contract period or any contract renewal period, the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that MoDOT's decision shall be final and without recourse.

- a. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract renewal period.
- b. In the event a price increase is granted due to an approved escalation, the renewal percentage shall be based upon the current contract value.

2.9.3 Inspection and Acceptance: MoDOT reserves the right to inspect the material at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.

- a. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- b. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

### **3. BID SUBMISSION**

#### **3.1 Bid Submission Information:**

- 3.1.1 All bids must be received in a sealed envelope/package clearly marked “D – Light Duty Cutaway – Multifunction School Activity Bus”.
- 3.1.2 All bids must be received at the office of the RFB Coordinator as outlined in Section 1. “INTRODUCTION AND GENERAL INFORMATION”.
- 3.1.3 The bidder may withdraw, modify or correct his/her bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.
- 3.1.4 Open Competition / Request For Bid Document:
  - a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
  - b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
  - c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
  - d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- 3.1.5 Contract Award:
  - a. This item will be awarded to the bidder with the lowest BASE BID. BASE BID will be determined by the base price without the cost of any options requested.
  - b. Notification of award shall be at the time the tabulation is posted to the Internet. It is the sole responsibility for all bidders to check the website for bid results.

#### 4. PRICING PAGE

New standard equipped (MAKE & MODEL) \_\_\_\_\_  
Light Duty Cutaway – Multi Function School Activity Bus, complete and meeting the attached Missouri Department of Transportation Specification MM-D

Questions concerning specifications should be directed to John Rice at (573) 751-7480.

PURCHASE ORDERS MAY BE ISSUED FOR VARIOUS ORGANIZATIONS IN THE STATE OF MISSOURI.

LIST YOUR NET DELIVERED PRICE, MEETING THE ATTACHED SPECIFICATIONS, TO ANY DESTINATION IN THE STATE OF MISSOURI.

Please indicate make and model \_\_\_\_\_

Floor Plan TT    \$ \_\_\_\_\_ Per Unit

Floor Plan UU    \$ \_\_\_\_\_ Per Unit

Option 1    Safety Vision SV 5000, Backing Vision BV 1350 (or approved equal) backing vision system.

Price \$ \_\_\_\_\_ Per Unit

Option 2    Overhead storage shelf (with netting) located above all ambulatory Seating on the driver's side.

Price \$ \_\_\_\_\_ Per Unit

Option 3    Fixed Route ADA Compliance Package    Price \$ \_\_\_\_\_ Per Unit

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount* \_\_\_\_\_

Delivery will be made \_\_\_\_\_ days after receipt of order.

\_\_\_\_\_  
Name of the Bidder's Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

**5.**

**Training**

All vehicles shall have the minimum vendor training supplied as outlined below:

- a. Training shall consist of a basic overview of the systems and components of the vehicle upon vehicle delivery.
- b. Operator and owner manuals must be hard copy and supplied with each individual unit.

All vendors shall provide an 800 number for technical assistance, manned during normal working hours (8AM to 5PM)

**STATEMENT OF DELIVERY AND SERVICING DEALERS WITHIN  
THE STATE OF MISSOURI**

The bidder hereby certifies that they will provide a well-established and reputable dealer located in the State of Missouri to handle all problems, complaints and warranty issues that may arise with their vehicles.

Failure to provide a reputable dealer within Missouri will cause the bid to be considered unresponsive.

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Name of Corporation

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Dealers Name

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Bidder's Signature

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Address

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City/State/Zip

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Date

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Telephone Number



# VENDOR INFORMATION

## Vendor Information

**All bidders must furnish ALL applicable information requested below**

<b>Vendor Name/Mailing Address:</b>  Email Address:	<b>Vendor Contact Information (including area codes):</b> Phone #: Cellular #: Fax #:
<b>Printed Name of Responsible Officer or Employee:</b>	<b>Signature:</b>
<b>For Corporations</b> - State in which incorporated:	<b>For Others</b> - State of domicile:
If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:  <i>If additional space is required, please attach an additional sheet and identify it as <b><u>Addresses of Missouri Offices or Places of Business.</u></b></i>	
<b>M/WBE INFORMATION:</b> List all certified Minority or Women Business Enterprises ( <b><u>M/WBE</u></b> ) utilized in the fulfillment of this bid. Include <u>percentages</u> for subcontractors and identify the M/WBE certifying agency: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;"><u>M/WBE Name</u></div> <div style="width: 33%; text-align: center;"><u>Percentage of Contract</u></div> <div style="width: 33%; text-align: center;"><u>M/WBE Certifying Agency</u></div> </div> <div style="margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div>	
<i>If additional space is required, please attach an additional sheet and identify it as <b><u>M/WBE Information</u></b></i>	

## **NOTICE OF COOPERATIVE PURCHASING**

**MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.**

Each bidder is asked to indicate below whether they would be willing to offer transit vehicles listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the transit vehicles meeting MoDOT specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for US governmental agencies, other states, Missouri counties, cities, non-profit sub recipients of MoDOT grants, or other political entities.

YES \_\_\_\_\_ NO \_\_\_\_\_

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described.

F.O.B. Location \_\_\_\_\_

Indicate the deadline date that orders will be accepted. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**ANTI-COLLUSION STATEMENT**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ ) **SS.**

\_\_\_\_\_  
\_\_\_\_\_ being first

duly sworn, deposes and says that he is \_\_\_\_\_  
Title of Person Signing

of \_\_\_\_\_  
\_\_\_\_\_  
Name of Bidder

that all statements made and facts set out in the bid for the above project are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_